

Google Document Assessment Instructions

Your task is to create a one page document summarizing a major news (Sports, Community, National) event from the past year. Using at least 2 sources for the content and images you will use, provide a summary that will describe an event or news story that can inform someone about the story. At the end of the document, you must include a Works Cited page of where you obtained the information for your document. Prepare the document as it would have to be included on a website.

1.) Layout

Prepare a layout that will help you set up the document. - The layout should show locations of images, what hyperlinks to use, and how the document will be laid out.

Document Requirements:

1.) Text Styles and Sizes

- Determine a Text Size and Style for the headline and keep it consistent for headings.
- Determine a Text Size and Style for the body of the document and keep it consistent throughout.

2.) Page Setup

Change the Margins of the page to 0.5" for the top and bottom of the document

3.) Demonstrate Character Styles

- You must include each style (**Bold**, *Italicized*, and Underline) and also at least one different Text Color and Background Color in the Article where it is needed to enhance the article.

4.) Insert Hyperlinks

You must include 8 Hyperlinks in your writing that will help enhance the reader's experience. These links should lead to further information, images or video from other areas of the web that will build on what they read in your article.

- The **color** of the hyperlinks should also be changed from **blue** to another color that is meaningful to the article. These should all be the same.

5.) Insert a Bookmark

You must include 2 Bookmarks to help a reader navigate the summary and find the most meaningful items. These should provide a connection from one topic to a related one.

6.) Alignment Tools

The summary needs to be split into at least 4 paragraphs. Each paragraph needs to be Justified. The Title of the document needs to be Left Aligned

- You also need to include at least 1 form of listing tools (**Number or Bulleted List**) to emphasize an element of your summary and place it appropriately in the document.

7.) Line Spacing

You need to change the line spacing of the document to be 1.5.

8.) Insert Images and Text Boxes

You must include at least **3 images** in the document that supports the topic chosen. These images need to demonstrate the use of text wrapping to place them effectively in your writing. Also include **Text Boxes**, created in Google Draw, to provide captions for **each** of the images.

8.) Header and Footers

Add a header that contains your name on the Left side and a title for your summary on the right. Then include the page number on the bottom of the page.

9.) Table

Add a Table that conveys some data/statistic(s) from the story chosen. Use **table formatting** to communicate the information **effectively** to the reader. Make sure your table lines are visible. This table should be placed in your document where it is an effective contribution to the reader's understanding.

10.) Works Cited

Assemble your sources and prepare a works cited page. Your works cited page needs to include all sources used in your summary for images and your write up.